

PROCUREMENT MANAGEMENT STAFF, OL
WEEKLY REPORT
Week Ending 13 December 1988

1. Status of Tasks Assigned by Senior Management:

On 9 December, a skills workshop, entitled "Anatomy of a Protest -- A Case Study," was sponsored by Procurement Management Staff (OL/PMS). Immediately following this workshop, a senior contracting officers meeting was convened. Procurement Note 198, entitled "Acquisition Management and Utilization of Automatic Data Processing Equipment," was distributed to all SCOs for immediate implementation, although official distribution will be forthcoming from OL/PMS. The new policy requires that an economic analysis be conducted for all ADPE-based equipment using the Bid and Analysis Reporting System software available from OL/PMS. [redacted]

2. Major Events That have Occurred During the Preceding Week:

a. [redacted] attended as a member a work session with the Project Management (Course) Panel, the working group charged with developing and improving the Directorate of Science and Technology Project Management Course. The purpose of the meeting was to review some course changes and attend to related course administrative matters. [redacted]

b. [redacted] met with the Core Team to review and discuss user manuals to be used by team members in operating the Core Team automation prototype system. Final versions of all user materials will be distributed on 13 December. The prototype is up and operating on schedule, with software being installed. [redacted]

c. [redacted] met with [redacted] a procurement agent, who was recently accepted into the Contract Officer Intern Program by the Chief, Agency Contracts Group, OL. Her procurement training record was reviewed and she was briefed on the criteria for successful completion of the program. [redacted]

d. On 8 December, [redacted] represented OL at a meeting of the Industrial Review Panel (IRP). Eight cases were presented for discussion and disposition. IRP members are meeting again on 13 December due to the holidays and [redacted] is attending this meeting as well. [redacted]

SUBJECT: OL/PMS Weekly Report for the Period Ending 13 December 1988

STAT e. On 8 December, CONIF had a meeting with the Chief, Database Integration, Office of Information Technology (OIT), regarding CONIF's database reallocation. CONIF is in the process of retiring approximately 18,000 contracts, which will have an impact on the reallocation process. Three alternatives for the reallocation process were offered for consideration. Following the CONIF retirement effort to move settled contracts to the offline CONIF database, another meeting will be held with OIT to determine the best available process to get the database reallocated. [redacted]

STAT f. CONIF personnel input 155 contract and 100 amended actions into the CONIF system during this reporting period. [redacted]

3. Upcoming Events:

STAT The Agency Contract Review Board will convene on 20 December, with three dockets currently scheduled for review. [redacted]

4. Management Activities and Concerns:

STAT a. [redacted] is expected to begin working in OL/PMS on 19 December as part of the Agency's work program for dependents. It is anticipated that [redacted] will work for three weeks before she returns to school.

STAT b. [redacted] is completing his second week of administrative (military) leave in fulfillment of his naval reserve obligation. [redacted]

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